

11-25-1980

Meeting Minutes

WKU Council of Academic Deans

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MINUTES

Council of Academic Deans
November 25, 1980

The meeting was called to order by Dr. James L. Davis at 9:05 a.m. Members present included Drs. Sandefur, Hourigan, Lloyd, Gray, Chelf, Robinson, Sutton, Mounce, Hardin, Nelson and Petersen. Also present were administrative interns Drs. Livingston Alexander and Joan Krenzin.

The minutes of the November 11 meeting were reviewed and approved with typographical error corrections.

Dr. Davis opened the meeting with a discussion of expense reimbursement for extended campus instruction. He read from a new policy recently approved by President Zacharias which will allow reimbursement for actual meal expenses up to approved state limits. After January 1, receipts for actual expenses will be required.

Dr. Davis reopened discussion of the rank and promotion policy of the university. Dr. Davis read a memorandum from the President outlining his suggestions for further work on this policy, drawing on both the Council of Deans proposal and the Faculty Senate proposal. The Council discussed a draft prepared by the Office of Academic Affairs. Several suggestions were made and Dr. Davis requested that the deans take the proposal back to their departments for discussion. The subject will be considered again at the next deans meeting.

The proposed new policy on distribution of funds from externally funded program activity was then considered. This proposal had been drafted by a committee appointed by the President made up of Drs. Davis, Sandefur and Lloyd. Dr. Lloyd moved that the following amendment be made to paragraph 3G:

"The funds allocated under this policy will ordinarily be expended in the fiscal year in which the allocation is made. Funds may be saved for major purchases for periods up to four years, with prior approval of the appropriate Vice President and the Director of the Budget."

The motion was seconded by Dr. Nelson and approved without dissent. Dr. Sandefur then moved the approval of the Incentive Plan to Stimulate Externally Funded Program Activity, as amended. The motion was seconded by Dr. Chelf and approved without dissent.

Dr. Davis advised the deans of the need to carefully assess any vacant positions in their colleges. They should be prepared to make recommendations on their priorities for the allocation or reallocation of those positions.

He also requested a careful review of the entire budget for the next year. There is a need to look for ways to save money in any category.

Summer School class scheduling was then discussed. Dr. Lloyd inquired as to university practices in establishing priorities for assignment of summer school teaching positions; whether majors and minors or general education needs should be given priority. The consensus of the other deans was that this is usually determined by department heads and that priority is usually given to serving needs of majors and minors.

The reduced summer school budget will result in fewer teaching positions. Last summer over 220 positions were available, while the total available for summer 1981 will be 195.

Ideas discussed for increasing efficiency at the University included reducing the number of specialized departmental courses, requiring all employees with faculty rank to teach, and reviewing graduate programs carefully to see if some should be eliminated.

Dean Mounce raised some questions about implementing the new sabbatical leave policy. He moved that the policy be revised to remove any limit on the number of sabbaticals which can be recommended by each college. The motion died for lack of a second.

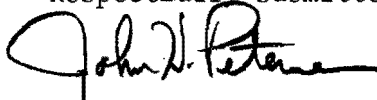
Dean Nelson announced the impending visit of the AACSB visitation team. Individual meetings have been set up with University officials across the campus.

Dean Sandefur reported on the good results achieved by the recent applicants for the teacher education program on a standardized test of basic skills.

There was a brief discussion seeking clarification of recent Academic Council action on deadlines for student withdrawal from courses and the timing of mid-term deficiency reports.

The meeting was adjourned at 11:20 a.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "John H. Petersen", written in a cursive style.

John H. Petersen